

**Minutes  
Village of East Troy  
Plan Commission & Architectural Review Board  
May 11, 2015**

**1. Call to order** - President Timms called the meeting to order at 5:00 pm

**2. Verification of open meeting notice** - Clerk-Treasurer Suhm verified the meeting had been posted according to open meetings laws.

**3. Roll call**

Present: President Timms, Trustee Seager, Commissioners Edward Arendt, John Grudnowski, Anna Mack, Kirk Nelson, Scot Serafin

Excused:

Others: Zoning Administrator Schwecke and Clerk-Treasurer Suhm

**4. Approve Plan Commission minutes of April 13, 2015**

Motion by Commissioner Arendt, second by Commissioner Grudnowski to approve the minutes dated April 13, 2015. Motion carried.

**5. Public comment** – No Comments.

**6. Introduction of Anna Mack, new appointment to the Plan Commission**

Anna Mack was appointed to the vacant seat by the Village Board. She introduced herself as a resident since 2009 and expressed her interest in serving on the Plan Commission as well as her fondness of the community. She also discussed how her prior work experience will relate to her role on the Plan Commission. Clerk-Treasurer Suhm administered the Oath of Office to Anna Mack.

**7. Termination of a conditional use approval granted in 1998 to Donald and Kathryn Brook for a U-Hall business and auto sales off of Division Street (Tax Key ROP 00110) (application 2015-05)**

**A. Public hearing**

President Timms opened the public hearing at 6:38 p.m. No comments were received during the public hearing.

**Discussion by Plan Commission and possible recommendation to the Village Board**

Motion by Commissioner Arendt, second by Commissioner Nelson to recommend to the Village Board the termination of the conditional use granted to Donald and Kathryn Book in 1998 for a U-Haul business and auto sales off of Division Street. Motion carried.

**8. Proposed amendment of zoning code regarding signage for temporary outdoor sales (application 2015-02)**

**A. Public hearing**

President Timms opened the public hearing at 6:39 p.m. No comments were received during the public hearing.

**B. Discussion by Plan Commission and possible recommendation to the Village Board**

Discussed the purpose of the ordinance is to address only signs associated with temporary outdoor sales such as fireworks or Christmas tree sales.

Motion by Commissioner Arendt, second by Trustee Seager to make recommendation to the Village Board for approval of the ordinance dated May 5, 2015, based on the findings contained in the draft ordinance. Motion carried.

**9. Public participation plan for amending the Village's comprehensive plan**

**A. Discussion by Plan Commission and possible recommendation to the Village Board**

Tim Schwecke explained under state law we must meet certain requirements when adopting or amending a comprehensive plan. The purpose is to notify people of how they can be involved in the process. He stated if adopted it will be a standing procedure until it is amended so any future requests will follow the plan as well. Discussed the timeline for a major update to a comprehensive plan required by state statute is 10 years. A municipality can update sooner if desired.

Motion by Commissioner Nelson, second by Commissioner Arendt to recommend to the Village Board the approval of the public participation plan as corrected dated May 6, 2015, for amending the Village of East Troy's comprehensive plan. Motion carried.

**10. Potential amendment of the Village's comprehensive plan including the future land use maps**

**A. Discussion by Plan Commission and possible recommendation to the Village Board**

President Timms explained a potential development on the 82-acre parcel in TIF 3, south of Honey Creek Road, brought to our attention a conflict between the zoning of light industrial and the comprehensive plan of business office designation for this parcel on the future land use map. A public hearing will take place at the first Village Board meeting in July if the resolution is passed.

Motion by Commissioner Arendt, second by Commissioner Grudnowski to adopt the Plan Commission resolution dated May 6, 2015. Motion carried.

**11. Recommendations for future agendas**

Tim Schwecke discussed the need for the Village to adopt an official map. He will begin working with the Village Engineer and bring this back to the June Plan Commission meeting.

**12. Adjourn**

Motion by President Timms, second by Commissioner Arendt to adjourn at 7:03 p.m.  
Motion carried.

Respectfully Submitted,

Eileen Suhm  
Clerk-Treasurer